



Georgia Department of Early Care and Learning

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Rising Kindergarten Summer Transition Program 2016 Frequently Asked Questions

General Program Information:

Q- What is the Summer Transition Program (STP)?

A- A six-week intensive academic program designed to support rising kindergarteners who either did not attend Georgia's Pre-K or Head Start, or attended but need additional academic support before entering kindergarten.

Q- What are the main components of the instructional program?

A - 16 students per classroom, one lead and one assistant teacher, 6.5 hour instructional day.

Q- What curriculum is used during STP?

A – The curriculum used during STP is Pearson Opening the World of Learning (OWL)

Q – Is the OWL curriculum required?

A – Yes, the OWL curriculum is required.

Q - Are programs required to purchase the OWL curriculum?

A – OWL curriculum will be provided for **each newly funded classroom only**. Continuation programs that are in need of replacement materials for their classes should use their STP funds to purchase items.

Q- What is the timeline for the Summer Transition Program?

A- The program is a six week program held in June and July. The proposed start date is June 6th. After funding is awarded, STP programs will submit calendars in PANDA for approval.

Q- Should schools operate on Monday, July 4th?

A- Programs may request to close for the holiday when submitting their calendar for approval.

Q- How many weeks will students attend the Summer Transition Program?

A - Students will attend the program for 6 weeks, 6.5 hours per day (minimum of 29 days).

Q – Will I be required to submit student rosters?

A – Programs will submit an initial roster via email prior to the beginning of the STP. Initial rosters are required to indicate the number of eligible students that have been recruited to participate in the STP. The Initial Roster Form can be found on the Summer Transition Program webpage on the DECAL website. After the STP program starts, three rosters will be submitted electronically in PANDA.

- Initial Roster Form – May 27, 2016
- First Roster – June 10, 2016
- Second Roster - June 24, 2016
- Third Roster – July 15, 2016

Student Enrollment:

Q – What children are eligible to participate in the Summer Transition Program?

A - A child's family must meet income requirements to be eligible for participation (85% of the state median income). Children must also be a resident of Georgia, a U.S citizen or have established status as a lawfully admitted qualified alien, and age eligible for kindergarten.

All families should complete the **Eligibility Information Form**. If the child and/or family participates in one of the following programs and participation is verified, the family automatically meets the state median income requirement: Child Care and Parent Services (CAPS), Medicaid, Supplemental Nutrition Assistance Program (SNAP), or Temporary Assistance for Needy Families (TANF). Verification of current participation must be kept in the student's file.

If current participation in any of the aforementioned programs cannot be verified, the STP provider must complete the **Income Eligibility Worksheet** to determine eligibility prior to enrolling the child in the program. Appropriate documentation of income eligibility must be collected and kept in the student's file. All forms for eligibility verification can be found under the Summer Transition Program Forms tab on the DECAL website.

Q- How do I calculate 85% of the State Median Income?

A - Below is the chart used to determine income eligibility by family size.

State Median Income (SMI)

**** Covers the period of October 1, 2015 through September 30, 2016****

Family Size	Multiplier	100% of SMI Per Month	85% of SMI (Monthly) [Multiply (c) by 0.85]	85% SMI (Annually) [Multiply (d) by 12]
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1	52%	\$2,966	\$2,521	\$30,252
2	68%	\$3,879	\$3,297	\$39,564
3	84%	\$4,791	\$4,073	\$48,876
4	100%	\$5,704	\$4,848	\$58,176
5	116%	\$6,617	\$5,624	\$67,488
6	132%	\$7,529	\$6,400	\$76,800
7	135%	\$7,700	\$6,545	\$78,540
8	138%	\$7,872	\$6,691	\$80,292
9	141%	\$8,043	\$6,836	\$82,032
10	144%	\$8,214	\$6,982	\$83,784
11	147%	\$8,385	\$7,127	\$85,524
12	150%	\$8,556	\$7,273	\$87,276

SMI from Federal Register for Family of 4 in Georgia

Personnel and Training:

Q- Who will receive the OWL Curriculum training?

A - New lead teachers will be provided curriculum training prior to the beginning of the STP. Training is MANDATORY and will be held on June 1, 2016 in Macon.

Q – Are returning lead teachers required to attend training?

A – No, returning lead teachers who completed OWL training previously will not attend training this year.

Q – Are assistant teachers required to attend training?

A – No, assistant teachers will not attend training this year.

Q – Will transition coaches receive training?

A- Yes, transition coaches will be provided training to support their work with the program. Training is mandatory for all new and returning transition coaches and will be held on May 9, 2016 in Macon.

Q- How many weeks will lead and assistant teachers work?

A – Lead teachers and assistant teachers will work 7 weeks.

Q – How many hours per day will lead and assistant teachers work?

A – Lead and assistant teachers should work for 8 hours a day. They should not have any additional duties during this time.

Q – Am I required to pay 100% of the salary for lead and assistant teacher and transition coach?

A –Yes, salaries are required to be paid at 100%.

Q – Am I required to pay 100% of the benefits for lead and assistant teacher and transition coach?

A – The benefits line item is flexible. If a program is not paying for benefits over the summer, the program can expend the funds on employer fees (workman’s compensation, Medicaid, etc.) bonuses for classroom teachers, stipends for classroom teachers, and additional salary over the minimum requirements for classroom teachers or transition coach.

Q – How many weeks will a transition coach work?

A – Transition coaches will work 10 weeks to allow time for recruiting, enrollment and program closeout.

Q – How many hours will a transition coach work?

A - The salary is based on a 20 hour work week per class for 10 weeks (see chart below). If a program is funded 2 classes, they may choose to use the same transition coach. Working with two classes would be considered a full time position working 40 hours a week.

Funding:

Q- What is the funding breakdown for each classroom?

A-

STP funded at a private site		
2016		
Lead Teacher	\$ 7,131.45	Salary + Benefits
Assistant Teacher	\$ 3131.62	Salary + Benefits
Transition Coach ½ time	\$ 3,584.63	Salary + Benefits
	\$ 10,452.30	Other STP expenses*
	*Other STP expenses include classroom materials and supplies, meal costs, transportation costs, family engagement activities, student transition materials, and program operating costs.	
Total Per Class	\$ 24,300	

STP funded at a public school		
2016		
Lead Teacher	\$ 7,782.28	Salary + Benefits
Assistant Teacher	\$ 3,131.62	Salary + Benefits
Transition Coach ½ time	\$ 3,584.63	Salary + Benefits
	\$ 9,801.47	Other STP expenses*
	*Other STP expenses include student materials and supplies, meal costs, transportation costs, family engagement activities, student transition materials, and program operating costs.	
Total Per Class	\$ 24,300	

Salary Per Person	Amount	Benefit Rate	Total
Private Lead Teacher Salary (7 weeks)	\$ 5,845.45	22.000%	\$ 7,131.45
Public Lead Teacher Salary (7 weeks)	\$ 5,845.45	32.264%	\$ 7,782.28
Assistant Teacher Salary (7 weeks)	\$ 2,566.90	22.000%	\$ 3,131.62
Transition Coach Salary (total for one-half coach for 10 weeks per class)	\$ 2,938.22	22.000%	\$ 3,584.63

Q – What percentage of the grant funding may be spent on administrative costs of the program?

A – The total administrative costs reconciled cannot exceed 6% of the grant.

Q – What are appropriate uses of the funds in the “other” line item in the STP budget?

A – Program funds should be spent on items that are received in time to directly benefit the students enrolled in the STP. Examples include: field trips, student transition materials, furniture, classroom materials, OWL curriculum materials, special guests, transportation, family engagement activities, etc. For additional expenditure requirements, refer to the STP Operating Guidelines which will be posted on the Summer Transition Program webpage by April 22, 2016.

Q-What are student transition materials in the “other” line item of the STP budget?

A –Student transition materials are items that help support or prepare students for their transition to kindergarten. Programs will receive an additional \$300 per class in their first STP payment to pay for these materials. Examples of student transition materials include: school supplies, spirit wear from an elementary school, backpacks/book bags, water bottles, lunch boxes, etc. Pre-K consultants will verify purchases during STP visits.

Q – How is before and after care funded?

A - Bright from the Start does not require STP providers to offer extended day services; however, providers are required to work with families needing extended day services to ensure needs are met. Families may receive services through the Childcare and Parent Services (CAPS) program if they meet all of the eligibility requirements. Transition coaches should assist families in completing the CAPS STP application packet. Transition coaches must forward the completed packet to the CAPS State Office either via email at CAPS.CARES@decal.ga.gov or via fax at 404.463.1249. If the family is eligible, CAPS will create the appropriate child care certificates to subsidize before and after child care services. If the family is already participating in CAPS, the

transition coach must forward to the CAPS State Office the referral packet along with the appropriate activity and income verification documents to participate in CAPS STP.

Q – How are STP programs paid?

A – Programs will receive 3 payments.

Column1	Date	Payment	Total per Class
Payment 1	Friday, June 03, 2016	\$ 8,300.00	\$ 8,300.00
Payment 2	Friday, June 17, 2016	\$ 8,000.00	\$ 8,000.00
Payment 3	Friday, June 24, 2016	\$ 8,000.00	\$ 8,000.00
		\$ 24,300.00	\$ 24,300.00

Q – Will I be required to submit a reconciliation report for the STP grant?

A – Yes, all programs receiving STP funding will be required to reconcile funding detailing that all funds were expended appropriately. Any remaining funds or funds not spent appropriately must be returned to DECAL. Closeout procedures and information regarding the 2016 STP reconciliation report will be forwarded to providers during July 2016. The reconciliation form will be due by August 5, 2016.